

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Training – Direct recruit Panchayat Secretaries Grade.IV – Foundation Training programme in three phases during probation period– Orders – Issued.

Panchayat Raj and Rural Development (Mandal.I) Department

G.O.Ms.No.137

Dated:23.09.2014

Read the following

- 1.G.O.Ms.No. 81, PR&RD(Mdl.II) Dept., dt:20-02-2010 .
2. G.O.Ms.No. 84 PR &RD (Mdl.II) Dept dated 24.02.2010.

ORDER:

In accordance with the rule 9 (1) of A.P. Panchayat Raj Subordinate Service Rules 2010 issued in the G.O. 2nd read above, every direct recruit Panchayat Secretary should undergo Foundation training as prescribed by the Government.

2. The Foundation Training programme is a transition from the academic world of the College to the structured system of Government. Once the training is over, the young Officers should be able to demonstrate required skills as well as shoulder the responsibilities while discharging the entrusted functions. Hence, sufficient learning opportunities should be provided for to apply one's knowledge and skills acquired in the classroom to be tested in the field before returning to classroom to share the ground realities on the basis of one's experiences gained with proper analysis over time.
3. Further, no Government activity can be organized without rules and procedures. The Government servant can achieve excellent results while respecting the rules in force. All the officers have to function within the same framework of rules but there is wide variation in their performance. Hence sufficient interpretation skills should be acquired by trainees in applying rules as per the context for running smooth administration.
4. Another important aspect of the Foundation Training is development of appropriate attitude among the Panchayat Secretaries. Mere intellectual ability may not be the test of competence for the functionary but a wholesome character of the individual to serve the people is most important. This should be reflected when they are discharging their functions. Emphasis should be laid on sensitizing the participants to the core of rural life, inculcating empathetic approaches in them so that they also *influence the rural situations*. Hence appropriate training modules should be prepared for this purpose.
5. After careful consideration of the issue, the Government hereby order that
 - i) All direct recruit Panchayat Secretaries should undergo 8 weeks Institutional training in two phases within their period of probation as per schedule fixed by the Principal, Extension Training Centre(ETC) concerned. Field Job during the probation period

should be treated as part of training. Hence the ETCs should have constant interaction with the trainees for effective guidance.

- ii) Field training should be structured in such a way that the trainees get opportunity to see the functioning of the various procedures and processes at close quarters and to 'learn while doing'. Accordingly, assignments, project reports, seminars, workshops, etc., should be designed as part of training program.
- iii) During the training, the participants are not permitted to avail any kind of leave except in emergencies. Any absence without explicit permission should be treated as "unauthorized absence from duty" and shall be dealt with as per rules.
- iv) Curricular and co-curricular activities including Yoga are deemed compulsory and constitute Official duty for the course participants.
- v) While undergoing the institutional training, the Panchayat Secretary should bear the cost of food.
- vi) During the training, assessment should be made on continuous basis and performance of the trainee Panchayat Secretary should be evaluated after each module and inform to the Controlling Officers.
- vii) Detailed Training Modules should be prepared along with reading material, formats and exercises based on tentative content given in the annexure-I & Core functions of Panchayat Secretary given in Annexure-II to this order.

6. The Commissioner, Panchayat Raj & Rural Employment, Commissioner, AMR-APARD and Principal of Extension Training Centres concerned are requested to take necessary action in the matter and the above training should be taken up with the available training funds.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**DR.K.S.JAWAHAR REDDY
SECRETARY TO GOVERNMENT**

To
The Commissioner, Panchayat Raj & Rural Employment, Hyderabad
The Commissioner, AMR-Andhra Pradesh Academy of Rural
Development, Hyderabad.
The Principal, Extension Training Centre, Samalkot, Bapatla,
Srikalahasti
All District Panchayat Officers in State
SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER

Contd. for Annexures.I & II

ANNEXURE-I to G.O.Ms.No. 137, PR&RD(MDL.I) Dept.,

dt.23.09.2014

Foundation Training Course for Panchayat Secretary

Tentative Content

First Phase (5 Weeks)

The first phase training course should be focused on core tasks to be performed by the Panchayat Secretary. Participants should be provided exhaustive study material along with formats to be filled while performing the task and encouraged to study to get sufficient knowledge on the acts and rules and in the classroom, the discussion should be confined to skill part of the task, ie., more exercises and filling the formats and role plays, etc., instead of discussion on theoretical knowledge.

- 1. Introduction-73rd Constitutional amendment Act-** Gram Panchayat as institution of local government-Need for Effective Management of Gram Panchayats- GP as Corporate body-Organogram of PR &RD Department
- 2. Structure of Gram Panchayat-** Composition of Gram Panchayat- Functional Committees- Gram Sabhas, Ward Sabhas- Employees of Gram Panchayat- Departmental Functionaries- Community Based organisations of Line Departments
- 3. Functions of Gram Panchayat** with special focus on (G.O.Ms.No.10)
 - a. **Water Supply** -NTR SUJALAPADHAKAM-Sustainability of Drinking Water Supply- Quality Management-O&M and Revenue Management -Village Water Security Plan-National Rural Drinking Water Program (NRDWP)
 - b. **Sanitation**- SWATCH ANDHRA- preparation of sanitation action plan- dumping yard- arrange sweeping of streets, construction and cleaning of drains, disposal of solid and waste water disposal- creation of awareness on sanitation and hygiene among villagers-Regulatory functions as per Act and PH act.
 - c. **Street lighting** its maintenance-Average spacing of Street lights-Energy saving lights-Maintenance of meters-plan of action-Recovery of maintenance cost-statutory provision and expenditure rules.
 - d. **Internal Roads**-Estimated % of all roads per built up area- O&M plan-participation of villagers in maintenance of internal roads.
- 4. Meetings of Gram Panchayat** and Functional Committees- Purpose-Conducting- Frequency-Notice-How to prepare Agenda with collaboration of line depts- Quorum- Recording of Attendance and Minutes-Decision-making through Resolutions-implementation mechanism.

5. Gram Sabha-Concept-Key Functions- Role of Gram Sabha in Planning&Monitoring- Number of Meetings-Agenda-Venue, Time and Place-Notice-Quorum-Publicity and Mobilization- Women's Participation-Chairing the Gram Sabha Meeting- Facilitation of GS-Role of line dept functionaries-Minutes and Record Maintenance-Follow up Action (G.O.Ms.No.791 GAD dt)-MAA VURU & JANMBHUMI.

6. Participatory Planning and Budgeting-Village Vision – Vision 2029- Importance of GP Planning-Perspective and Annual Plans- Key Steps of Participatory GP Planning-Collection of data- Identification of Resources-Preparation of draft Gram Panchayat Plan with time lines- Using Plan Plus (G.O.Ms.No.464 PR)- NAA GRAMAM.

7. Collection of Taxes, fee and User Charges- Sources of Income - Concept of tax admn -Calculation of House and other taxes – Revision of Tax- Preparation of demand-demand notice-door to door campaign to motivate- Tax Arrears - statutory actions- Collection of various fee and user charges.

8. Issuing certificates and licenses-Birth & death certificate- Marriage certificate-Mutation certificate-No objection certificates- Issue of license to factories & shops- license to D&O-guidelines.

9. Regulating building constructions and Lay outs-Building & Layout rules 2003 (GO 67)-Village spatial plan as per the village vision-Educating the villagers on need for spatial plan-GPS tools- Protection of roads and other GP properties (G.O.Ms.No.188 PR).

10. Income and Expenditure- Rules relating to receipts and expenditure-Prioritizing Expenditure- Balancing and Reviewing Income and Expenditure-Avoiding wasteful expenditure-Utilisation Certificates- Recovery of Surcharge amount – Loss or theft of property- procedure to be followed.

11. Preparation of various Bills- Preparation of salary bills-Salary head-rules relating to various deductions- difference between voucher and bill-contingent bills and its formats.

12. Accounting and Audit- Model Accounting System-Books of Accounts-Cash Book- other Accounting registers-Vouchers- Computerized Accounts: Use of PRIASoft- Bank Accounts-Signing Cheques by Sarpanch- Preparation of Annual account & Budget- Audit-Purpose of Financial Audit-Statutory measures to be taken by GPs-Audit Paras.

13. Office Management-GP Office Amenities- DOM –General Discipline –Office Procedures - Tappals –Forms of correspondence- Record management –Register to be maintained in GP – Drafting notes and letters- -Use of Computers and e-applications.

14. Procurement and Auctions- Purchase of Stores and Stationary including electrical goods, Public health material etc.,- Auctions- Procedures - Preparation and furnishing of Records to Audit - Settlement of Audit Objections.

15. Method of Execution of Works-Preparation of estimates-AP Standard Specifications-APSSRs - Calling tenders, agreement with the contractors - Recording of the work in M'Book -Check

Measurement-Cancellation of contract - Peoples' Estimates a new approach in execution of works.

16. Supporting and Supervising Local Institutions-Local Institutions-Supervision of Local Institutions-School-Health Sub-Centre-Anganwadi Centre (AWCs)-Public Distribution System (PDS) Shops-Village Organisations.

17. Implementation of Rural Development Programmes- 7
Missions-5 Campaigns-Role of Gram Panchayat -Implementation of MNREGS -Rural Sanitation-Nirmal Bharat Abhiyan-Pensions-NTR AROGYA SRI -Skill Development for Youth-Sakshara Bharathi.

18. Work Plan (Time Management) - How to attend multifarious activities - prepare work plan based on prioritization of works to be attended – synchronize the Office and field works -Attending the Phone calls - Furnishing the reports in time - Achieve the coordination among the line Dept functionaries.

19. Inter personal Relations - Dealing with Officials & elected representatives - Supervision of GP Employees-Dealing with Higher level Officers.

20. Values and Ethics in Public administration -Social Responsibility of Government Servant - Ethical and moral framework-Recognize the importance of the need to learn from the villagers in evolving people based solutions to their problems- Identify the behaviors which facilitate participation of the people- A.P.Conduct Rules 1964.

21. RTI and Pro-active Disclosure-What is Proactive Disclosure?- RTI Act-Advantages of Proactive Disclosure-Areas for Proactive Disclosure- Gram Sabha and Proactive Disclosure-GP Website and Proactive Disclosure-Ensuring Effective Implementation of RTI.

22. Grievance Redressal-Importance of Grievances-Ways of Receiving and Handling Complaints-Complaint Register- online Compliant Redressal mechanism-Role of GP.

23. Social Audit-Rationale and Concept of Social Audit-Process of Social Audit.

Second Phase (3 Weeks)

The second phase training should be focused more on problem oriented and case study method coupled with participants experiences on the topics covered in the first phase. In this phase, the participants should get more clarity and professionalism in discharging his functions. Case studies, in-tray exercises and workshops should be the training method in this phase. These discussions should be culminated to prepare the following Action Plans by the Panchayat Secretaries for their respective Gram Panchayats.

1. Revenue Improvement Action Plan
2. Energy Efficiency Action Plan
3. Critical Infrastructure Development Plan
4. Operation & Maintenance Plan
5. Action Plan for Skill Development of villagers
6. Village Spatial Plan

7. Action plan for Strengthening of SHGs & Poverty Reduction
8. Water and Sanitation Action Plan
9. Action Plan for improve of Agricultural & AH production
10. Village Contingency Plan for Disaster Management

In addition to the revise the topics covered in the first phase, the following topics should be covered.

1. **Fundamental Rules** - General conditions of service- pay- additions to pay- combination of appointments- Dismissal, removal and suspension- Joining time- maintenance of service books.
2. **Conduct and CCA Rules** _ Articles 309, 310,311 – Conduct Rules- Restrictive provisions of conduct rules – General Conduct – Devotion to duty –personal behaviour – CCA Rules – Classification –Suspension –Penalties and Disciplinary authority – Procedures in imposing penalty – Appeals –Revision and Review- Vigilance and Enforcement.
3. **A.P. State & Subordinate Service Rules 1996**- Method of appointment- eligibility for promotion- preparation of panels- appeals etc- Temporary appointment- CRs- Special representation- Probation- Confirmation- Seniority- transfers-A.P. Ministerial Service Rules – A.P. Panchayat Raj Service Rules.
4. **A.P. Leave Rules 1933** – Conditions for sanction of Leave in Government CL, EL, HPL, Maternity leave, disability leave- other leaves.
5. **A.P.TA Rules** -TA, TTA, LTC rules.
6. **Financial Code & Treasury Code** –basic principles of financial management in government- handling the cash-formats of various bills, etc.,
7. **Pension Rules** - General features- calculation of pension- Commutation, FP etc.
8. **Noting and Drafting:** Basic principles of noting and drafting- Exercises on noting and drafting.
9. **Handling Court Cases:** Examine the Affidavits –Prepare parawise remarks-Procedure for filing of Counter affidavits-Follow up action after receipt of Judgment-Filing Appeals in Higher Courts.

**DR.K.S.JAWAHAR REDDY
SECRETARY TO GOVERNMENT**

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Contd.. for Annexure.II

ANNEXURE-II to G.O.Ms.No.137, PR&RD(MDL.I) Dept.,
dt.23.09.2014

Core Tasks to be performed by the Panchayat Secretary

1. Convene GP and GS meetings as per the Act and Rules
2. Manage Core Functions of GP
 - a. Water Supply System
 - b. Sanitation including drainage maintenance
 - c. Street lighting its maintenance
 - d. Internal Roads
3. Collect Taxes and Fee and improve resource base of GP
4. Issue certificates and licenses
5. Manage GP Finances and maintenance of Registers
6. Regulate building constructions and Lay outs.
7. Protect public lands, Roads against encroachment
8. Manage public markets & Regulate the fairs and festivals
9. Regulate slaughtering of animals and sale of meat, fish, etc.,
10. Control eating places & Prevention of food adulteration
11. Register of births and deaths, & Marriages.
12. Handle the Court Cases filed against Gram Panchayat
13. Protect & Maintenance of burial grounds.
14. Facilitate in preparation & implementation of Participatory Village Development Plan
15. Assist line departments in effective implementation of National and State level development programmes
16. Encourage Social Forestry
17. Collect and update essential statistics.
18. Organise voluntary workers and make them participate in collective activities.
19. Organise campaigns for thrift and form SHGs
20. Mobilise local resources in cash or in kind
21. Conduct campaigns on legal awareness among weaker sections.
22. Create Awareness civic duties.

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